



**Department of Health and Human Services
Office of the Commissioner
Policy and Procedure Statement**

Policy # DHHS-27-06

Issue Date: 5/8/06

Revised Date:

I. SUBJECT

Cellular Telephones

II. POLICY STATEMENT

The Department of Health and Human Services (DHHS) is committed to promoting effective, efficient and timely communication. Employees whose jobs require them to be out of the office frequently, and who need to be able to communicate by telephone while out of the office in order to perform their jobs effectively, may be provided with cellular telephones by the Department.

III. RATIONALE

Communication is essential to the effective operation of the Department, and cellular telephones should be utilized as a cost-effective means of communication where appropriate.

IV. PROCEDURES

Cellular telephones will be assigned to employees in the following positions:

Commissioner
Deputy Commissioners
Office Directors
Clinical/Medical Directors
Licensors
Team Leaders/Administrators
Case Workers and Intensive Case Managers
Advocates/Adult Protective Services
Hospital/Facility Administrators
Public Health Nurses
IT Technicians
Business Managers/Office Managers
Facility/services supervisors, facility maintenance and/or security personnel (examples include nursing supervisors, maintenance staff, on call-physicians)
Staff in remote or security sensitive work areas, such as a forensics unit
Other employees, subject to the approval of the appropriate office director or Deputy Commissioner, based on the above policy statement.

Calling plan and cellular phones:

Calling plans for cellular telephones will be provided through the Division of Purchases and cellular phones purchased shall be identified through the Department of Administrative and Financial Services (DAFS), Division of Purchases' contract with the cellular phone vendor.

Approval for the provision of cellular telephones for staff shall be the responsibility of the appropriate Office Director or Deputy Commissioner.

Application for a dedicated cellular phone (new phone):

- Application for a cellular phone must be made on the attached form.
- Staff members wishing to be issued cellular telephones must demonstrate that travel outside the office or other reasonable situations is a regular, expected and integral part of their job and necessitates a cellular telephone. The travel may not include travel between offices to attend meetings or for other similar purposes.
- The completed application must be submitted by the applicant to the appropriate Office Director or Deputy Commissioner for approval.

Application to change name/assignment for an existing phone:

- The completed application must be submitted by the applicant to the appropriate Office Director or Deputy Commissioner for approval.

Application for a replacement, upgrades, and/or additional accessories:

- The completed application must be submitted by the applicant to the appropriate Office Director or Deputy Commissioner for approval.

Purchasing agents for cellular phones:

Cell phone coordinators will be appointed for each regional office, Riverview Psychiatric Center, Dorothea Dix Psychiatric Center, and for central office facilities. Cell phone coordinators are responsible for the ordering of all cell phones and related equipment once they have received approved applications, and for administering the invoice approval process for cell phone users in their respective buildings.

All approved applications for cellular telephones will be forwarded to the appropriate cell phone coordinator by the approving Office Director or Deputy Commissioner.

The list of cell phone coordinators will be sent to DAFS, Bureau of Purchases for their information. Authorization to purchase cell phones or related equipment or services on behalf of the Department is limited to listed cell phone coordinators.

Normally, only approved phones and equipment included in the DAFS contract with the vendor will be purchased. If special equipment is necessary, justification must be included on the application form, and must be approved by the appropriate Deputy Commissioner or Office Director.

Cellular telephone bills and reimbursement:

Copies of individualized bills for cellular telephone services shall be distributed each month by the designated cellular phone coordinator to the individuals that cellular phones have been issued to.

Within 30 days, the staff member shall review the bill and indicate which, if any, calls were personal or business. The staff member shall approve, date and sign the bill and give it to the designated cellular

phone coordinator responsible for processing the bill for payment. Staff members who determine that no personal calls are included in the bill shall so state on the face of the bill, approve, date and sign the bill, and return it to the designated cellular phone coordinator.

All personal calls, except those allowed under collective bargaining agreements, shall be limited to incidental use and costs of calls reimbursed to the Department by the staff member. The staff member who has made personal calls shall reimburse the Department at the rate charged to the Department for all personal calls. Reimbursement must be made within the 30 day period allowed for review except that reimbursement may be deferred until cumulative charges for personal calls exceeds \$5.00.

Responsibility for cellular telephones:

- Cellular telephones remain the property of the State of Maine
- The staff member to whom the cellular telephone is issued is responsible for its proper use and care. Employees are responsible for reimbursement of all calls originating from their State issued cellular phone, except that calls made from a stolen or lost cellular phone will not be the responsibility of the employee following the reporting of such loss of theft.
- Supervisors shall ensure that cellular telephones are returned and deactivated when employees terminate their employment or transfer to another work unit.
- Lost, stolen or non-functional cellular telephone must be reported to designated telephone coordinator for deactivation.
- Designated cell phone coordinators are responsible for maintaining complete and accurate records of cell phone assignments.

V. DISTRIBUTION

All employees, via e-mail and hard copy postings on designated bulletin boards.

VI. ATTACHMENT: Request form for cellular phone

May 8, 2006

Effective Date

Brenda M. Harvey
Commissioner

Request for Cellular Telephone
Instructions for Completion

DHHS staff that is requesting a dedicated cellular telephone must complete Section 1. Please note that reading the policy on cellular telephones is a requirement. You will be held responsible for complying with the policy.

Office Directors or Deputy Commissioners who are approving a staff member's request for a dedicated cellular telephone must sign this request in Section 1, Name Change request Section 2 or new/additional equipment Section 3.

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Section 1: Dedicated Cellular Telephones

Staff member's name: _____ Work Location: _____

Describe regular, expected and integral element (travel, other situations) that necessitates a dedicated cellular telephone:

I have read the policy governing cellular telephones.

Signature of staff member

Date

This request complies with the policy for dedicated cellular telephones.

Signature of Office Director or Deputy Commissioner

Date

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Section 2: Change of Name/Assignment of Cellular Telephone

Previous Staff Name: _____

New Name: _____ Work Location: _____

Signature of Office Director or Deputy Commissioner

Date

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Section 3: Replacement/Additional equipment

Staff Name: _____

Item Requested and Justification:

Signature of Office Director or Deputy Commissioner